

Security

# **DA Physical Security Program in the National Capital Region**

Headquarters  
Department of the Army  
Washington, DC  
15 April 1982

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 380-4

DA Physical Security Program in the National Capital Region

Effective 15 May 1982

Security

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**DA Physical Security Program in the National Capital Region**

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**By Order of the Secretary of the Army:**

**E. C. MEYER**  
*General, United States Army*  
*Chief of Staff*

**Official:**

**ROBERT M. JOYCE**  
*Brigadier General, United States Army*  
*The Adjutant General*

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**History.** This revision implements DOD Directive 5210.46 at Appendix A.

**Summary.** This regulation establishes responsibilities, policies, and procedures for the security of Government and personal property of Army tenants in General Services

Administration (GSA)-controlled DOD-occupied buildings in the National Capital Region (NCR).

**Applicability.** This regulation applies to Active Army, Army National Guard(ARNG), and US Army Reserve (USAR) elements occupying general purpose space in any GSA-controlled buildings in the NCR.

**Proponent and exception authority.** The proponent agency of this regulation is the Office of the Secretary of the Army.

**Army management control process.** Not applicable.

**Supplementation.** Local supplementation of this regulation is prohibited except upon approval of the Administrative Assistant to the Secretary of the Army. Request for exception, with justification, will be sent through command channels to HQDA(SAAA), WASH DC 20310..

**Interim changes.** Interim changes to this

regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA(SAAA), WASH DC 20310.

**Distribution.** *Active Army, ARNG, USAR:* To be distributed in accordance with DA Form 12-9A requirements for AR, Security--D.

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\*\* This regulation supersedes AR 380-4, 9 November 1972.

**RESERVED**

## 1. Purpose.

This regulation establishes responsibilities, policies, and procedures for the security of Government and personal property of Army tenants in General Services Administration (GSA)-controlled DOD-occupied buildings in the National Capital Region (NCR).

## 2. Applicability.

This regulation applies to Active Army, Army National Guard (ARNG), and US Army Reserve (USAR) elements occupying general purpose space in any GSA-controlled buildings in the NCR.

## 3. References.

DOD 5220.22-M (Industrial Security Manual for Safeguarding Classified Information (ISM)) is a required publication. It is cited at paragraph 9.

## 4. Explanation of terms.

Special terms used in this regulation are explained below. Additional terms are explained in appendix A.

*a. Building Security.* Prevention or control of loss or damage to Government and personal property due to theft, sabotage, civil disturbance, natural disaster, or similar causes. Building security also includes action to minimize interference to official business conducted on Army-occupied premises by special or security protection. The Public Building Service (PBS) of the GSA divides building security into two levels: normal protection, and security or special protection.

*b. Normal protection.* Reasonable safeguards for building occupants, visitors, maintenance of order, and protection of the interests of the Government in real and personal property. GSA determines requirements and methods for this level

*c. Security or special protection.* Additional security guard service; protection of classified records and property; and installation, operation, and maintenance of alarms and other automatic protection devices. Using agencies and activities will establish requirements and provide funds for such measures as approved by the Office of the Administrative Assistant to the Secretary of the Army (SAAA).

## 5. Policy.

*a.* Basic policies for security of DOD buildings in the NCR are in Appendix A.

*b.* DA will establish a system of key and lock control. Requests for new or additional keys or locks must be fully documented.

## 6. Responsibilities.

*a.* Director, Washington Headquarters Services (WHS), Office of the Secretary of Defense (OSD). The WHS Director is responsible for the overall administration and coordination of GSA/DOD NCR building security matters, including the Pentagon Building. Guidance not complying with OSD directives will be revised to reflect OSD policies and procedures.

*b.* Administrative Assistant to the Secretary of the Army (SAAA). The Administrative Assistant is responsible for the following:

(1) Provide for the security of Army-occupied space in GSA/DOD buildings in the NCR.

(2) Serve as the point of contact with OSD, other DOD components, DA tenant agencies and activities, and other agencies on building security policies and DA practices.

(3) Approve requests for additional guards to supplement normal protection.

(4) Approve requests for installation, operation, and maintenance of security devices needed to supplement normal protection.

(5) Insure that budgeting, funding, contracting for services, and coordination with OSD (WHS) for supplemental security is arranged for or conducted by the Space and Building Management Service-Washington (S&BMS-W).

(6) Examine security policy matters jointly with the Under Secretary of the Army, when warranted

(7) Coordinate all matters of significance concerning building security with the Office of the Chief of Staff, Army.

(8) Assure that the physical security program for DA occupied

Government owned or leased administrative space under the control of GSA is executed properly.

*c.* Commanding General, US Army Military District of Washington (CG, MDW). The CG, MDW is responsible for the following:

(1) Insure that physical security surveys of all DA agencies and activities in the NCR are conducted.

(2) Submit results of surveys for DA agencies and activities occupying GSA-controlled space to SAAA.

(3) Provide applicable portions of the survey reports to the surveyed agencies for information and action as appropriate.

*d.* Pentagon Counterintelligence Force (PCF). The PCF will--

(1) Provide counterintelligence (CI) and operations security (OPSEC) support to HQDA agencies when requested.

(2) Provide CI technical assistance involving locks and access control devices.

(3) Furnish reports to the inspected agency's security manager.

*e.* Heads of Army agencies and activities to which GSA/DOD building space is assigned in the NCR. These persons are responsible for the security of space under their jurisdiction. They will--

(1) Implement appropriate internal security measures and safeguards to control access within their assigned areas and to protect Government and personal property. This includes establishing strict key control procedures, visitor monitoring, and protecting classified holdings and personal and Government property.

(2) Determine the sensitivity of particular areas. When appropriate, establish and justify security measures over normal protection provided by GSA. The agency or activity head is responsible for the use of additional Federal Protective Service Officers and commercial contract guard services, and the installation, operation, and maintenance of alarms and other security devices. In this capacity, they will perform the following actions:

*(a)* Prior to submitting requests for special protection and enhanced security services from GSA, insure that funds are available from tenant resources. This is necessary because services provided by GSA are on a reimbursable basis.

*(b)* Obtain approval for such requests from the Office of the Administrative Assistant.

*(c)* Coordinate requests for acquisition of supplemental services with S&BMS-W and with the Area DOD Building Administrator.

*(d)* Provide detailed justification with requests for additional protective and/or security services or construction. Also cite the regulations or directives upon which the request is based.

*f.* All Army members and employees. These persons will take reasonable precautions to protect property and classified materials. They will also take steps and measures to protect against loss of building passes or door keys. Building occupants will promptly report any loss of property, passes, or keys to their immediate supervisor and their agency or activity security officer.

## 7. Building passes.

A building pass system has been established to control access to GSA/DOD buildings in the NCR. This system is described in appendix A.

*a.* Requests for building passes for Army tenants in GSA/DOD buildings in the NCR will be processed through the proper activity personnel or security offices.

*b.* Army activities authenticating requests for permanent building passes for use in the NCR will insure that--

(1) Favorable National Agency Checks (NACs) have been completed on prospective recipients.

(2) Recipients have legitimate needs for permanent passes.

*c.* Army activities authenticating requests for temporary building passes will insure that--

(1) There is no unfavorable information concerning prospective recipients.

(2) NACs or NACs with Written Inquiries (NACIs) have been, or will be, initiated.

(3) Recipients have legitimate needs for building passes.

*d.* Army tenant activities will insure that specific activity offices are designated to maintain records and insure accountability for

passes. Passes no longer required will be returned to point of issue for destruction.

*e.* Appropriate action will be taken against persons who willfully lose, destroy, alter, or misuse passes. Action also will be taken against people who fail to promptly report losses of passes.

#### **8. Key and lock control.**

*a.* Army Pentagon Building tenants may request new or additional locks or keys, or additional keys for existing locks. These requests will be sent to the Director, S&BMS-W. All requests will include complete justification. Requests exceeding reasonable requirements will be denied.

*b.* Appropriate action will be taken against persons who willfully lose, destroy, alter, or misuse keys. Action also will be taken against people who fail to promptly report losses of keys.

#### **9. Special protection.**

*a.* Requests by Army tenant activities for special security facilities or protection services will be sent through command channels to the Office of the Administrative Assistant.

*b.* Physical alterations or special security construction will be planned in accordance with section IV and appendixes IV and V of DOD 5220.22-M.

*c.* All requests will--

(1) Include justification and information on source and availability of funds.

(2) Be coordinated with S&BMS-W and the OSA Security Manager before formal submission.



APPENDIX A

January 28, 1982  
NUMBER 5210.46

## Department of Defense Directive

ASD(C)

SUBJECT: DoD Building Security for the National Capital Region

References: (a) DoD Directive 5210.46, subject as above, January 13, 1981 (hereby canceled)  
(b) DoD Directive 5100.49, "Pentagon Counterintelligence Program," December 3, 1965 (hereby canceled)  
(c) DoD Directive 5200.8, "Security of Military Installations and Resources," July 29, 1980  
(d) Title 40, United States Code, Section 318  
(e) through (i), see enclosure 1

### A. REISSUANCE AND PURPOSE

This Directive reissues reference (a) to update established policy and to assign responsibilities for DoD building security in the National Capital Region (NCR); and cancels reference (b).

### B. APPLICABILITY AND SCOPE

1. The provisions of this Directive apply to those elements of the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff, the Defense Agencies, and activities supported by the Washington Headquarters Services (WHS) (hereafter referred to as "DoD Components") occupying buildings or parts of buildings throughout the NCR that are under the authority and control of the General Services Administration (GSA) (hereafter referred to as GSA/DoD NCR buildings).

2. This Directive does not apply to security responsibilities for buildings located on military reservations, posts, camps, stations, installations, and activities in the NCR covered by the provisions of reference (c), unless otherwise provided by specific agreement between the Deputy Assistant Secretary of Defense (Administration) (DASD(A)) and the DoD Component concerned.

### C. DEFINITIONS

1. National Capital Region. Includes the District of Columbia; Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties, and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park in Virginia.

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2. Security Hours. Those designated hours when a building pass or other identification card or document, as authorized by the Director, WHS, is required for any person to gain admittance to or remain within a GSA/DoD NCR building.

D. POLICY

1. A system of building passes shall be used to control access to GSA/DoD NCR buildings, except as noted in subsection B.2. Building passes shall be issued for retention and use only to persons requiring frequent and continued access to GSA/DoD NCR buildings.

2. Enclosure 2 prescribes the procedures governing the issue and use of building passes in the NCR, except as noted in subsection B.2.

3. Real property management for the buildings referred to in this Directive is vested in the GSA, under 40 U.S.C. (reference (d)). The GSA provides normal building protection, through its Federal Protective Service Division, to protect the buildings and government property therein and to provide for the safety of government occupants.

4. In space assigned to tenant agencies, the use of additional Federal Protective Service Officer and commercial contract guard services, the protection of property, and the installation, operation, and maintenance of alarms and other security devices are the responsibility of the occupying DoD Component. Such services may be provided by GSA on a reimbursable basis, provided funds are available from tenant resources. Requests for procurement of these services shall be with the full cognizance of the DoD Component's Space Management and Operations offices and shall be coordinated with and transmitted through the Area DoD Building Administrator to the Director, WHS. All requests for additional security services or security construction shall be accompanied by a detailed justification statement and citation of regulations or directives upon which the requests are based.

5. When two or more DoD Components do not agree on security policy, procedures, or counterintelligence support in GSA/DoD NCR buildings, the issue shall be referred to the Deputy Assistant Secretary of Defense (Administration) (DASD(A)) for final resolution.

E. RESPONSIBILITIES

1. The Director, Washington Headquarters Services (WHS), or designee, under DoD Directive 5110.4 (reference (e)), shall:

a. Provide overall administration and coordination of GSA/DoD NCR building security matters, the resolution of requests for exceptions to the provisions of this Directive, and the safety of government occupants.

b. Ensure that a pass system is prescribed and effectively implemented for GSA/DoD NCR buildings.



c. Determine design and color specifications, and manage the procurement, bulk distribution, and control of DoD building passes, in accordance with enclosure 2.

d. Determine when continuous security measures are to be established.

e. Monitor the security of the Pentagon building and maintain the following Pentagon security functions:

(1) Operation of the Pentagon pulping plant and incinerator, to include the scheduling of the destruction of classified waste at both sites.

(2) Liaison with DoD Components, Offices of the Public Building Service, GSA, and other U.S. agencies for the purpose of implementing the provisions contained herein.

f. Monitor counterintelligence support provided to those DoD Components occupying GSA/DoD NCR buildings that do not have an internal counterintelligence support capability or a support agreement with a DoD counterintelligence activity; coordinate, as required, the provision of support from the Military Departments and NSA, consistent with established command channels.

2. For each GSA/DoD NCR building, except the Pentagon, the Area DoD Building Administrator, designated by the Director, WHS, or his designee, shall ensure the implementation of a building security program and shall:

a. Devise and enforce security plans and procedures that are appropriate and consistent with DoD policies and regulations.

b. Issue and post security regulations, in accordance with 50 U.S.C. 797 (reference (f)).

c. Monitor the security status of the buildings or parts of buildings occupied by DoD activities and take appropriate action to remedy unsatisfactory conditions within assigned areas of responsibility.

d. Coordinate the building security interests of the DoD tenants.

e. Maintain close liaison with building guard forces.

f. Continuously evaluate the effectiveness of the building guard forces and recommend changes when such action is warranted.

g. Provide special instructions to building guard forces, as required.

h. Regulate the introduction and use of photographic equipment in and around assigned buildings.

i. Monitor the execution of building admittance procedures to include the establishment of security hours.

j. In leased space, maintain liaison with appropriate law enforcement agencies for emergency support.

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k. Ensure that sufficient arrangements for disposal and destruction of classified waste for DoD tenant agencies are made.

3. Heads of DoD Components assigned space within a GSA/DoD NCR building shall:

a. Safeguard national defense information and material as required by DoD 5200.1-R (reference (g)).

b. Issue additional security regulations to implement this Directive.

c. Forward reports on counterintelligence activities in GSA/DoD NCR buildings that involve any significant degradation of security, to the Director, WHS, or designee, for possible dissemination to DoD Components concerned. These reports are exempt from formal approval and licensing pursuant to subsection VII. G. of enclosure 3 to DoD Directive 5000.19 (reference (h)).

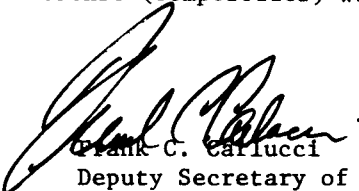
4. Heads of DoD Components issuing building passes shall maintain appropriate records that ensure strict accountability for all passes issued, lost, turned in, expired, or destroyed. All passes no longer required shall be collected and returned to point of issue for destruction.

F. EXCEPTIONS

Exceptions to the procedures set forth in enclosure 2 for admittance of visitors to GSA/DoD NCR buildings (except the Pentagon) may be prescribed by individual Area Building Administrators in order to accommodate special security and access requirements in buildings under their jurisdiction. Such exceptions shall be reviewed and approved by the Director, Physical Security Division, WHS, who shall also review and approve exceptions affecting the Pentagon.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Comptroller) within 120 days.

  
Frank C. Carlucci  
Deputy Secretary of Defense

Enclosures - 2

1. References
2. DoD Building Passes  
National Capital Region

REFERENCES, continued

- (e) DoD Directive 5110.4, "Washington Headquarters Services," October 1, 1977
  - (f) Title 50, United States Code, Section 797
  - (g) DoD 5200.1-R, "Information Security Program Regulation," October 1980  
authorized by DoD Directive 5200.1, November 29, 1978
  - (h) DoD Directive 5000.19, "Policies for the Management and Control of  
Information Requirements," March 12, 1976
  - (i) DoD 5200.2-R, "DoD Personnel Security Program," December 20, 1979,  
authorized by DoD Directive 5200.2, December 20, 1979
  - (j) Executive Order 12036, "National Security Information," June 28, 1978  
(Section 1-1104)
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DoD BUILDING PASSES  
NATIONAL CAPITAL REGION

A. PURPOSE

This enclosure prescribes requirements for the issuance and use of standard building passes during security hours by all persons requiring admittance to GSA/DoD NCR building that are subject to this Directive.

B. PROCEDURES

1. DoD building passes shall be issued only to U.S. nationals, immigrant aliens, and foreign exchange officers. Passes issued to foreign exchange officers shall not exceed 12 months' duration and must be requested only by the respective Army, Navy, Air Force, or Defense Intelligence Agency Foreign Liaison Office.

2. Permanent building passes shall be issued to all regularly employed DoD occupants (civilian and military) of GSA/DoD NCR buildings. Permanent passes may also be issued to other authorized persons who require continuous access to such buildings. Persons requiring access on an infrequent basis (less than 3 times per week) are not eligible for a permanent pass, but may be issued the proper temporary pass for one entry or for a specific period.

3. Normally, the expiration date on permanent passes for permanent DoD employees will be 4 years. The expiration date on permanent passes for temporary DoD employees will be the last day of the month in which the appointment expires. Employees of DoD nonappropriated fund activities and Pentagon concessionaires may be issued permanent passes of 4 years validity. Permanent passes for contractors and other authorized visitors will be valid for the term of the contract or not to exceed 12 months.

4. Except in the Pentagon where the wearing of an authorized building pass is mandatory from 1800 hours to 0700 hours weekdays and all day Saturdays, Sundays, and holidays, each person, civilian and military, shall show, during designated security hours, his or her DoD building pass when entering and departing a GSA/DoD NCR building, and may wear the pass in a conspicuous place on the outer clothing while in the building. If the pass is not displayed, civilians and military members must immediately show proper identification to building security force members when challenged. The Director, WHS, or his designee, may, when warranted by particular security considerations, give published notification that the display of building passes on outer clothing is mandatory in designated GSA/DoD NCR buildings during the hours and for the period specified in the notice. However, the following officials are not required to display building passes, except as requested by Federal Protective Service officers and guards uncertain of their identity:

- a. Secretary of Defense
- b. Deputy Secretary of Defense
- c. Under Secretaries of Defense
- d. Secretary of the Army
- e. Secretary of the Navy

- f. Secretary of the Air Force
- g. Chairman, Joint Chiefs of Staff
- h. Chief of Staff, Army
- i. Chief of Naval Operations
- j. Chief of Staff, Air Force
- k. Commandant, Marine Corps
- l. Assistant Secretaries of Defense
- m. General Counsel of the Department of Defense
- n. Assistants to the Secretary of Defense
- o. Under and Assistant Secretaries of the Military Departments
- p. Vice Chief of Staff, Army
- q. Vice Chief of Naval Operations
- r. Vice Chief of Staff, Air Force
- s. Assistant Commandant, Marine Corps

5. Passes issued for access to GSA/DoD NCR buildings do not authorize access to specially designated restricted or security areas within such buildings. Admittance to these areas shall be in accordance with the pass requirements and procedures prescribed for those areas by the head of the DoD Component concerned.

6. A favorable Entrance National Agency Check (ENTNAC), National Agency Check (NAC), NAC with Written Inquiries (NACI), or a Background Investigation (BI), as prescribed in DoD 5200.2-R (reference (i)), is required for each person issued a permanent DoD building pass, except that permanent building passes may be issued, pending completion of the NAC, to permanent full-time appropriated-fund employees and permanently assigned military personnel in organizations located in GSA/DoD NCR buildings. A temporary pass may be issued, pending completion of the NAC, to permanent full-time appropriated-fund employees and permanently assigned military personnel in organizations located in GSA/DoD NCR buildings. A temporary pass may be issued to other authorized personnel, provided an ENTNAC, NAC, NACI, or BI is initiated immediately. If it is determined that the results of the ENTNAC, NAC, BI, or NACI are unfavorable, the temporary or permanent pass issued pending completion of the appropriate security checks or investigations shall be withdrawn immediately by the issuing DoD Component. A permanent pass may be issued to immigrant aliens only upon completion of a favorable BI.

7. Passes shall be designed to be reasonably tamperproof. Each pass shall be individually numbered in its initial manufacture and shall be accounted for at all stages of handling.

8. The issuance of passes permitting access to more than one building shall be justified on an "as required" basis.

9. Upon routine transfer of a passholder from one DoD Component to another within the NCR, retention of a valid pass is authorized. Accountability shall be assumed by the gaining Component. The losing Component shall notify the building pass office of the passholder's new organization.

10. The DoD Component requesting a permanent building pass for an individual shall ensure that the person has a definite need for access to a GSA/DoD NCR building or buildings and verify that the individual has had a favorable

ENTNAC, NAC, NACI, or BI. The requesting Component shall monitor the continuing requirement for the passholder to retain his or her pass and deliver collected passes to point of issue.

11. Each passholder shall exercise every precaution to preclude loss of his or her pass; however, if a pass is lost, the loss shall be reported immediately to proper authority. Appropriate administrative action shall be taken by the responsible DoD Component in instances involving negligent loss, willful destruction or alteration, misuse of any pass, or failure to report loss immediately.

C. TYPES OF BUILDING PASSES

1. DoD Building Pass (DD Form 1466). A permanent pass for personnel who regularly work in or require frequent access to GSA/DoD NCR buildings during security hours. This pass shall indicate on the face thereof that it is for use in "All DoD" buildings or the specific building for which it is valid.

2. Temporary DoD Building Pass (DD Form 1469). A pass for use during security hours in GSA/DoD NCR buildings for persons whose presence therein is required for a limited period of time, or for individuals awaiting completion of an ENTNAC, NAC, NACI, or BI. This pass shall be issued only for such period of time as is necessary, up to a maximum of 120 days. Request for DoD Temporary Building Pass (DD Form 1471) shall be submitted by the requesting DoD Component to the issuing authority.

3. Visitor Passes. There are two types of visitor passes, escort and nonescort, which shall be used for the conduct of DoD business only and shall identify the specific building in which the pass is valid. Visitor passes shall be issued for one entry and shall normally be returned to the point of the entry when the visitor departs from the building. A record of issuance shall be maintained at the point of entry. All visitors shall be the responsibility of the DoD Component requesting admittance.

a. Escort Required Visitor DoD Building Pass (DD Form 1470-1). A pass for visitors having infrequent business with specific individuals or offices within a GSA/DoD NCR building. Such visitors shall be issued this pass during security hours and shall be escorted at all times by properly identified escorts provided by the office to be visited.

b. Nonescort Visitor DoD Building Pass (DD Form 1470)

(1) Designated persons having infrequent business with specific individuals or offices may be issued nonescort-type passes upon receipt of an official written request from the requesting DoD Component.

(2) This pass may also be used to meet special requirements in a specific GSA/DoD NCR building when authorized by the proper DoD official responsible for building administration.

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D. PRESS PASSES

Press passes are issued by the Director, WHS, or designee, through prior agreement and coordination with officials in the Office of the Assistant Secretary of Defense (Public Affairs).

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